



COMMONWEALTH OF VIRGINIA
COUNTY OF LOUDOUN
OFFICE OF THE CLERK OF CIRCUIT COURT

P.O. Box 550
LEESBURG, VIRGINIA 20178
703-777-0270

www.loudoun.gov/clerk

Gary M. Clemens
Clerk



Kevin J. Blatchley
Chief Deputy-Business Services

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Chief Deputy-Operations & Finance

Karen M. Myers
Chief Deputy-Judicial Services

Attention Marriage Celebrants:

To perform the rite of marriage within the Commonwealth of Virginia you must be authorized by a Circuit Court for a Virginia County or City prior to the ceremony. **You are *not* automatically authorized to perform a ceremony in the Commonwealth of Virginia if you are a Priest, a Minister or a Civil Celebrant qualified in *another state* or by the virtue of *online ordination*.**

Priests, Ministers, and Civil Celebrants that perform a marriage ceremony shall complete marriage certificate on both, copy A and B of the marriage license, and return both copies to the Loudoun County Clerk of the Circuit Court within 5 days after the ceremony pursuant to the Code of Virginia:

VA Code § 32.1-267(C) Every person who officiates at a marriage ceremony shall certify to the facts of marriage and file the record in duplicate with the officer who issued the marriage license within five days after the ceremony.

See reverse side for detailed instructions on how to complete the certificate.

For questions and concerns regarding authorization to perform wedding ceremonies, please contact the Civil Division at 703-771-5644 or visit www.loudoun.gov/951/Wedding-Officiant

Public Services Division

703-771-5647

www.loudoun.gov/clerk/marriage

18 E Market Street

P.O. Box 550

Leesburg, VA 20178

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Completing Marriage Certificate

You must be authorized by a Circuit Court for a Virginia County or City prior to the ceremony. If you are not authorized, notify the couple immediately.

Section 28: DATE OF MARRIAGE – complete with an actual date of wedding ceremony performed by you; certificate can't be backdated or dated with a future date. Date must be within sixty (60) days from date of issue.

Section 29: PLACE OF MARRIAGE – complete with a county or an independent city where marriage was performed in the Commonwealth of Virginia. License can't be used for a ceremony outside the Commonwealth of Virginia.

- Example: "Loudoun"

Note: not all incorporated towns are *independent* cities; Loudoun County does not have independent cities.

Section 30: TYPE OF CEREMONY – select one of the options provided.

Section 31: OFFICIANT CERTIFICATION – complete each section.

- SIGNATURE OF OFFICIANT – your signature
- TITLE OF OFFICIANT – your officiant title
 - Example: "Reverend"/ "Priest"/ "Civil Celebrant"Note: "Mr", "Mrs" etc. are not acceptable titles.
- AUTHORIZING CIRCUIT COURT – name of the city or county Circuit Court that authorized you to perform marriages and year of authorization
- NAME OF OFFICIANT – your name
- ADDRESS OF OFFICIANT – your current mailing address

Example:

MARRIAGE CERTIFICATE		
28. DATE OF MARRIAGE (Month, Day, Year) February 14, 2022	29. PLACE OF MARRIAGE (county or independent city) Loudoun	30. TYPE OF CEREMONY <input checked="" type="checkbox"/> CIVIL <input type="checkbox"/> RELIGIOUS
31. I CERTIFY TO THE FACTS OF MARRIAGE OF THE ABOVE NAMED PERSONS ON THE DATE AND AT THE PLACE SPECIFIED.		
SIGNATURE OF OFFICIANT Signature	TITLE OF OFFICIANT Civil Celebrant	
Authorized to perform marriages by the Circuit Court for Loudoun, Virginia, in 1997		
NAME OF OFFICIANT (type or print) John Doe		
ADDRESS OF OFFICIANT 1 Main Street, Leesburg, VA		
(street or route number) (city or town) (state)		